

Editing Checklist

Grammar and Mechanics

- ☐ Capitalization errors have been fixed
- ☐ Proper ending punctuation (Questions marks for questions, periods for statements, commas when necessary)
- ☐ Run-on sentences have been corrected
- ☐ No fragments (every sentence has a subject and a verb)

Argument Construction

- ☐ The thesis statement is at the end of the introduction paragraph
 - It is clear and concise and it tells the reader what they will learn from your paper
- ☐ Each body paragraph has a topic sentence
- ☐ Each body paragraph has quotes that support the topic sentence
- ☐ Each body paragraph includes enough explanation for the reader to understand the quotes
- ☐ Each body paragraph includes a conclusion sentence
- ☐ All parts of the paper support the thesis statement

Introduction Paragraph

- ☐ Hook
- ☐ Background Information
- ☐ Thesis Statement

Conclusion Paragraph

- ☐ Re-states the thesis
- ☐ Reminds the reader about the important points
- ☐ Includes a "big so what?!"

Other Items to consider

- ☐ You should have many marks (edits, cross-outs, add-ins, etc.) on your draft
- ☐ If your paragraph seems long and redundant (it repeats itself), cut things out! That's why you found three quotes...so there would be choices when we RADARed.

****I will be editing to give you feedback on your argument and big patterns****

****I will not be editing for punctuation, capitalization, subject-verb agreement, and other mechanical errors****

****Read your writing OUT LOUD to find errors and to hear how your words flow and sound*****

